



# Desk Clerk

## Announcement # ABH-10-001

**Salary: \$9.78 - \$13.20 per hour      Series/Grade: NF 0303 01/02**

Naval District Washington - Fleet and Family Readiness Program

Department of the Navy Non-Appropriated Funds

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**LOCATION: Bachelor Housing, Anacostia Annex**

**OPENED: 11 January 2010**

**CLOSES: Open Continuous**

**AREA OF CONSIDERATION: ALL SOURCES**

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**Flexible (0 – 40 hours per week) No benefits offered**

**TO APPLY:** Download forms on <https://www.cnic.navy.mil/ndw/Jobs/OpenPositions/index.htm>

Submit required forms OF-612 AND OF-306 to: Fleet and Family Readiness Program, Attn: HR Office, 47402 Buse Road - Bldg. 467, Patuxent River, MD 20670. *A résumé may be included with the required forms, but NOT in place the OF-612 and OF-306.*

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### **DUTIES AND RESPONSIBILITIES:**

Receives requests and processes reservations using property management system to check-in guests, assign rooms, checkout guests and record charges/payments. Ensures guest is authorized to use facilities. Record and enter all reservations into the property management system if the room is available. Provide certificate of non-availability (CNA) and/or alternative lodging in the area. Responsible for the accountability of all room keys and other keys required for daily operations and submits inventory reports. Receive and is accountable for the change fund. Prepare Daily Activity Records (DAR) and deposit cash receipts at the end of each shift. Answer phones, transferring calls to appropriate individual and handles guest questions. Keeps the front desk area clean and neat in appearance. Perform other related duties as assigned.

### **MINIMUM QUALIFICATIONS:**

#### **ENTRY LEVEL:**

Knowledge that demonstrates the basic principles, concepts, standards, regulations and administration related to scheduling, coordination, operation and efficient utilization of government quarters. Must be able to type by touch with speed and accuracy. Must possess basic math and reading skills. Must be able to communicate clearly and effectively both verbally and in writing with management, staff and guests. Knowledge and ability to control, account for and handle large amounts of cash. Incumbent must be able to access the base computer network.

#### **FULL PERFORMANCE LEVEL:**

A minimum of one year of experience that demonstrates knowledge requirements of the entry level position. Incumbent must be able to access the base computer network.

### **SPECIAL REQUIREMENTS:**

Must be able to obtain access to base computer system. This position is subject to completion of a satisfactory background check and/or National Agency Check (NAC), in accordance with NAVFAC policy.

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**Note: All applicants must address the qualification requirements on your resume/application. If all required qualifications are not cited on your resume/application you will be disqualified**

Some positions have special requirements. In these cases selection is tentative pending satisfactory completion of these requirements. Applicants may be required to provide proof of education, etc. All selections are contingent upon the obtaining of satisfactory employment reference checks.

***As a condition of employment, the selected individual will be required to participate in the Direct Deposit/Electronic Fund Transfer program.***

Spouses of active duty military members of the Armed Forces may receive preference in hiring under this announcement if they are among the best qualified referred and are within reach of selection. Please clearly identify in your application that you are asking for spouse preference and submit a copy of current PCS orders. **Failure to submit current PCS orders with application will prevent spousal preference from being granted.**

The Department of the Navy is an Equal Employment Opportunity Employer. All qualified candidates will receive consideration without regard to race, color, religion, sex, national origin, age, disability, marital status, political affiliation, sexual orientation, or any other non-merit factor.

The Department of the Navy provides reasonable accommodation to applicants with disabilities. Applicants with disabilities who believe they require reasonable accommodation should contact our Human Resource Office to ensure that the Department of the Navy can consider such requests. The decision to grant an accommodation will be made on a case by case basis.

**Visit our web site:**

**<https://www.cnmc.navy.mil/ndw/Jobs/OpenPositions/index.htm>**